

VIII. NON-CLASSROOM COSTS

A. Application

On rare occasions, there may be a need for approval of costs incurred outside of the actual classroom setting. This may occur in a very specialized course that addresses unusual circumstances and results in a one-time only course offering. An example may be the need to interview all participants, analyze and assemble the data, and present a report prior to the course. In these situations, the training provider prior to submission of the RFC should contact the STC Field Representative. The STC Field Representative will confer with the provider and the department requesting the training to discuss the course and the need for these costs. Any non-classroom costs that are incurred prior to approval of the RFC will not be allowed.

If non-classroom hour costs are requested, the following fiscal limits are applicable:

- A maximum of \$50.00 per hour for non-classroom hour instructor costs may be charged;
- The number of non-classroom instructor charged may not exceed the actual number of certified classroom;
- Non-classroom hourly costs cannot be included as a factor when computing indirect costs.;
- STC may approve actual travel and per diem costs directly associated with non-classroom activity. If approved, these costs may be charged consistent with STC Travel Policies (refer to Section V).

The costs associated with non-classroom work (instructor's fee, travel and per diem) should be detailed in a letter (hard-copy) submitted at the same time as the RFC. These costs should not be added to the course costs nor calculated as part of the tuition fee. The costs will be considered separately.

The letter must include written justification for these costs, cosigned by the provider and the departmental administrator. It should address the following issues:

- the one-time, unique nature of the course;
- the need for the non-classroom in relationship to the course to be provided;
- the expected organizational outcomes
- the work to be done outside of the classroom, with a work plan and time schedule detailed hour-for-hour.

The time involved in any non-classroom activity will not be credited to participants in the computation of the total certified course.

B. Billing

Any invoice for non-classroom must show the:

- total maximum non-classroom hour costs as approved by STC;
- total actual costs incurred for non-classroom (actual costs may not exceed approved costs); and
- cost per participant (this is derived by dividing the actual costs incurred for non-classroom by the actual number of participants).

Documentation is required for non-classroom hour instructor costs, travel, and per diem.